Goal-Setting

Lattice Quarterly OKRs Template

Setting goals for employees and teams is at the core of any performance management plan. Popularized by Google, many companies choose to use OKRs (Objectives and Key Results) as their goal-setting framework since it helps them ladder up individual and team objectives to top-level overall business objectives.

Writing Great Objectives

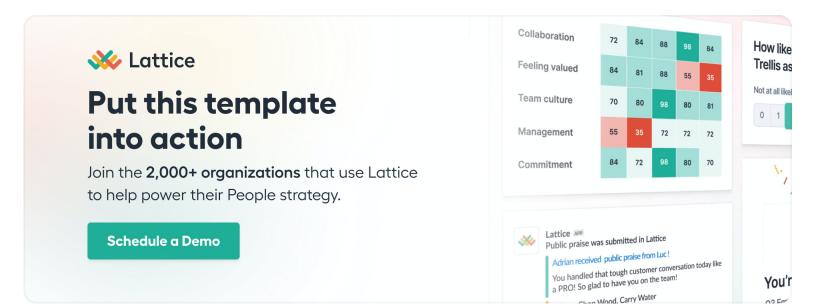
Each level of an organization (company, team, and individual) should have 3-5 objectives per organization level

- Objectives have an achievable, finite endpoint (expand to China) rather than an ongoing task (make progress on international expansion)
- Measure these weekly in terms of percentage toward a quarterly completion cycle, based on completion of key results.

Writing Great Key Results

Set roughly three key results per objective.

- Key Results are measurable ("contact 10 journalists" rather than "develop relationships with journalists"). Measure these weekly in terms of percentage.
- Key Results are the actionable steps to completing an objective.



Quarterly Company/Department Objectives

	6	
Quarterly Team/Individual Objective 1	Progress	
Key Result 1		%

Quarterly Team/Individual Objective 1	Progress
Key Result 1	%
Key Result 2	%
Key Result 3	%
Average	%

Quarterly Team/Individual Objective 1	Progress
Key Result 1	%
Key Result 2	%
Key Result 3	%
Average	%

Quarterly Team/Individual Objective 1	Progress
Key Result 1	%
Key Result 2	%
Key Result 3	%
Average	%

Key Result 2

Key Result 3

Average

%

%

%